ZB# 06-44

John Petutis

8-4-9

ZONING BOARD OF APPEALS TOWN OF NEW WINDSOR 555 UNION AVENUE NEW WINDSOR, N.Y. 12553 Kranted 8-28-06

06-44 John Petutis (AREA)

NEW WINDSOR ZONING BOARD OF APPEALS

SBL: 8-4-9

In the Matter of the Application of

MEMORANDUM OF DECISION GRANTING

JOHN & TINA PETUTIS

AREA

WHEREAS, JOHN & TINA PETUTIS, owner(s) of 238 Summit Drive, New Windsor, New York, 12553, has made application before the Zoning Board of Appeals for a/an Request 10 ft. Rear Yard Setback for existing pool deck at 238 Summit Drive in an R-4 Zone (8-4-9)

WHEREAS, a public hearing was held on AUGUST 28, 2006 before the Zoning Board of Appeals at the Town Hall, New Windsor, New York; and

WHEREAS, the Applicant appeared on behalf of this Application; and

WHEREAS, there were no spectators appearing at the public hearing; and

WHEREAS, no one spoke in favor of or in opposition to the Application; and

WHEREAS, a decision was made by the Zoning Board of Appeals on the date of the public hearing granting the application; and

WHEREAS, the Zoning Board of Appeals of the Town of New Windsor sets forth the following findings in this matter here memorialized in furtherance of its previously made decision in this matter:

- 1. The notice of public hearing was duly sent to residents and businesses as prescribed by law and published in <u>The Official Town Newspaper</u>, also as required by law.
- 2. The Evidence presented by the Applicant showed that:
 - (a) The property is a residential property located in a neighborhood of residential properties in an R-4 zone.
 - (b) There has been a deck in this location for approximately 4-5 years, during which time there have been no complaints, either formal or informal, about the deck.
 - (c) In constructing the deck, the applicant will not remove any trees or substantial vegetation.

- (d) In building the deck the applicant will not build on top of nor will it interfere with any easements or rights-of-way including, but not limited to, water, sewer and electrical easements(e) In building the deck the applicant will not create the ponding or collection of
 - (f) With the deck, the house will be similar in size and nature to other houses in the neighborhood.

water or divert the flow of water drainage.

(g) The proposed or existing deck is immediately adjacent to an exit portal of the building. Without the deck, a safety issue would exist because a person exiting the premises would probable fall and sustain serious physical injury if the deck were not in place.

WHEREAS, The Zoning Board of Appeals of the Town of New Windsor makes the following conclusions of law here memorialized in furtherance of its previously made decision in this matter:

- 1. The requested variance(s) will not produce an undesirable change in the character of the neighborhood or create a detriment to nearby properties.
- 2. There is no other feasible method available to the Applicant that can produce the benefits sought.
- 3. The variance(s) requested is/are substantial in relation to the Town regulations but, nevertheless, are warranted.
- 4. The requested variance(s) will not have an adverse effect or impact on the physical or environmental conditions in the neighborhood or zoning district.
- 5. The difficulty the Applicant faces in conforming to the bulk regulations is/are self-created but, nevertheless, should be allowed.
- 6. The benefit to the Applicant, if the requested variance(s) is/are granted, outweighs the detriment to the health, safety and welfare of the neighborhood or community.
- 7. The requested variance(s) are/is appropriate and are/is the minimum variance(s) necessary and adequate to allow the Applicant relief from the requirements of the Zoning Local Law and at the same time preserve and protect the character of the neighborhood and the health, safety and welfare of the community.
- 8. The interests of justice will be served by allowing the granting of the requested area variance(s).

NOW, THEREFORE, BE IT

RESOLVED, that the Zoning Board of Appeals of the Town of New Windsor GRANT a request for a Request 10 ft. Rear Yard Setback for existing pool deck at 238 Summit Drive in an R-4 Zone (8-4-9) as sought by the Applicant in accordance with plans filed with the Building Inspector and presented at the public hearing.

BE IT FURTHER

RESOLVED, that the Secretary of the Zoning Board of Appeals of the Town of New Windsor transmit a copy of this decision to the Town Clerk, Town Planning Board and/or Building Inspector and Applicant.

Dated: August 28, 2006

Malus S. Kan Chairman

OFFICE OF THE BUILDING INSPECTOR TOWN OF NEW WINDSOR ORANGE COUNTY, NEW YORK

NOTICE OF DISAPPROVAL OF BUILDING PERMIT APPLICATION

DATE:

June 8, 2006

APPLICANT: John & Tina Petutis

238 Summit Drive

New Windsor, New York 12553

COPY

PLEASE TAKE NOTICE THAT YOUR APPLICATION DATE: June 1, 2006

FOR:

John & Tina Petutis

LOCATED AT: 238 Summit Drive

ZONE: R-4 Sec/Blk/ Lot: 8-4-9

DESCRIPTION OF EXISTING SITE: EXISTING POOL DECK

IS DISAPPROVED ON THE FOLLOWING GROUNDS:

1. 300-10 USE/BULK TABLE R-4 ZONE LINE 6 COLUMN G. REQUIRED REAR YARD SET BACK 50' EXISTING REAR YARD SETBACK 40'. A VARIANCE OF 10' IS REQUIRED.

PERMITTED	PROPOSED OR AVAILABLE:	USE VARIANCE REQUEST:
ZONE: R-4 USE: POOL DECK		
MIN LOT AREA:		
MIN LOT WIDTH:		
PEO'D EDONT VD		

REQ'D TOTAL SIDE TD:

REQ'D SIDE YD:

REQ'D REAR YD: 50' 10'

REQ'D FRONTAGE:

MAX BLDG HT:

FLOOR AREA RATIO:

MIN LIVABLE AREA:

DEV COVERAGE:

cc: Z.B.A., APPLICANT, FILE, W/ ATTACHED MAP

Pool Deck

PLEASE ALLOW FIVE TO TEN DAYS TO PROCE IMPORTANT YOU MUST CALL FOR ALL REQUIRED INSPECTIONS OF CONSTRUCTION

Other inspections will be made in most cases but those listed below must be made or Certificate of Occupancy may be withheld. Do not mistake an unacheduled inspection for one of those listed below. Unless an inspection report is left on the job indicating approval of one of these inspections it has not been approved and it is improper to continue beyond that point in the work. Any disapproved work must be reinspected after correction.

RECEIVED

JUN 0 1 2006

FOR OFFICE USE ONLY

Building Permit #: 2006

		18.4 6	by allow the allow materials (
1.	When excevating is complete	eug loogud louius me	N biges (pajota bonikiñ)

- Foundation inspection. Check here for waterproofing and footing drains.
 Inspect gravel base under concrete floors and understab plumbing.
- 4. When traming, rough plumbing, rough electric and before being covered.
- 6. Insulation.
- fi. Final inspection for Certificate of Occupancy. Have on hand electrical inspection data and final certified plot plan. Building is to be completed at this time. Wall water test required and engineer's certification letter for septic system required.
- 7. Orlyway inapection must meet approval of Town Highway SuperIntendent. A driveway bond may be required.
- 8. \$50.00 charge for any site that calls for the inspection twice,
- Gall 24 hours in advance, with permit number, to achedule inspection.
 There will be no inspections unless yellow permit cerd is posted.
- 11. Sewer permits must be obtained along with building permits for new houses.
- 12. Septio permit must be submitted with engineer's drawing and pern last.
- 13. Road opening parmits must be obtained from Town Clark's office.
- 14. All building permits will need a Certifloate of Occupancy or a Certificate of Compliance and here is no fee for this.

AFFIDAVIT OF OWNERSHIP AND/OR CONTRACTOR'S COMP & LIABILITY INSURANCE CERTIFICATE IS REQUIRED BEFORE THE BUILDING PERMIT APPLICATION WILL BE ACCEPTED AND/OR ISSUED

PLEASE PRINT C	LEARLY - FILL OUT ALL IN	ORMATION WHICH APPI	JES TO YOU	
Owner of Premises John Pe	tutos	C	-	
Address 238 Sumy	· · · · · · · · · · · · · · · · · · ·	Phona #	845 569	8443
Malling Address SAME		F	M.#	
Name of Architect			:	
A.1.				

ddrees :		Phone	•	•
ate whether applicant is owner, lessee, agent, arch	ltoot, engineer or bu	•	•	
applicant is a cofforation, signature of duly authoriz	ed officer.	Name and title of corpo		
On what street is property located? On the(and	cs+ N,8,E o(M) in the Intersection of	elde of Sur	mmit LN	٠. ٥٠٠
Zone or use district in which premises are sixuated	·		'is properly a fig	od zone? YN
Tax Map Description: Section 4	Block	A	.ot	18
a. Existing use and occupancy Sinstelle Nature of work (check if applicable) New B			•	• •
Olmensions of entire new construction. Front	Roar	Depth	Halght	Na, of stories
If dwelling, number of dwelling units:		Number of dwelling un	is on each floor	
Number of bedrooms Baths Electric Flot Air Hot Water	Toilets		int: Gas	Ol
if husiness, commercial or mixed occupancy, spe	olly nature and exter	it of each type of use _	······································	
		, <u>.</u>		a s sb
0. Estimated cost \$2000	Fen	\$50		

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APPLICATION FOR BUILDING PERMIT TOWN OF NEW WINDBOR, ORANGE COUNTY, NEW YORK Pursuant to New York State Building Code and Town Ordinances

Lets and the Latt of the Latt of the Control of the	Ond the fath cinning
Building inspector: Michael L. Babeouk Aset. Inspectors Frank Liel & Louis Krychear New Windsor Town Hall 555 Union Avenue New Windsor, New York 12553 (845) 563-4618 (845) 563-4695 FAX	Bidg inep Exemined
METRUCIA	ONE CONTRACTOR OF CONTRACTOR O
 A. This application must be completely filled in by typewriter or in link and at B. Plot plan showing location of lot and buildings on premises, relationship description of layout of property must be drawn on the diagram, which is C. This application must be accompanied by two complete sets of plans she specifications. Plans and specifications shall describe the nature of the installed and details of structural, mechanical and plumbing installations D. The work covered by this application may not be commenced before the Upon approval of this application, the Building Inspector will issue a Building Inspector. E. Upon approval of this application, the Building Inspector will issue a Building Inspector. F. No building shall be occupied or used in whole or in part for any purpose the Building Inspector. 	to adjoining premises or public steets or areas, and giving a detailed part of this application. I part of this application and two complete sets of work to be performed, the materials and equipment to be used and the complete sets of a set of the performance of a Building Permit. I be insurance of a Building Permit together with approved set of plans and be kept on the premises, available for inspection throughout the
APPLICATION IS HEREBY MADE to the Building Inspector for the leaves Code Ordinances of the Town of New Windoor for the construction of building as herein described. The applicant agrees to comply with all applicable law all that certain lot, place or parcel of land and/or building described in this authorized to make this application and to assume responsibility for the own	ps, additions, or alterations, or for removal or demoition or use of property we, ordinances, regulations and certifies that he has owner or agent of application and if not the owner, that he has been duly and property
for I'm	238 Summit Dr
(Signature of Applicant)	(Address of Applicant)

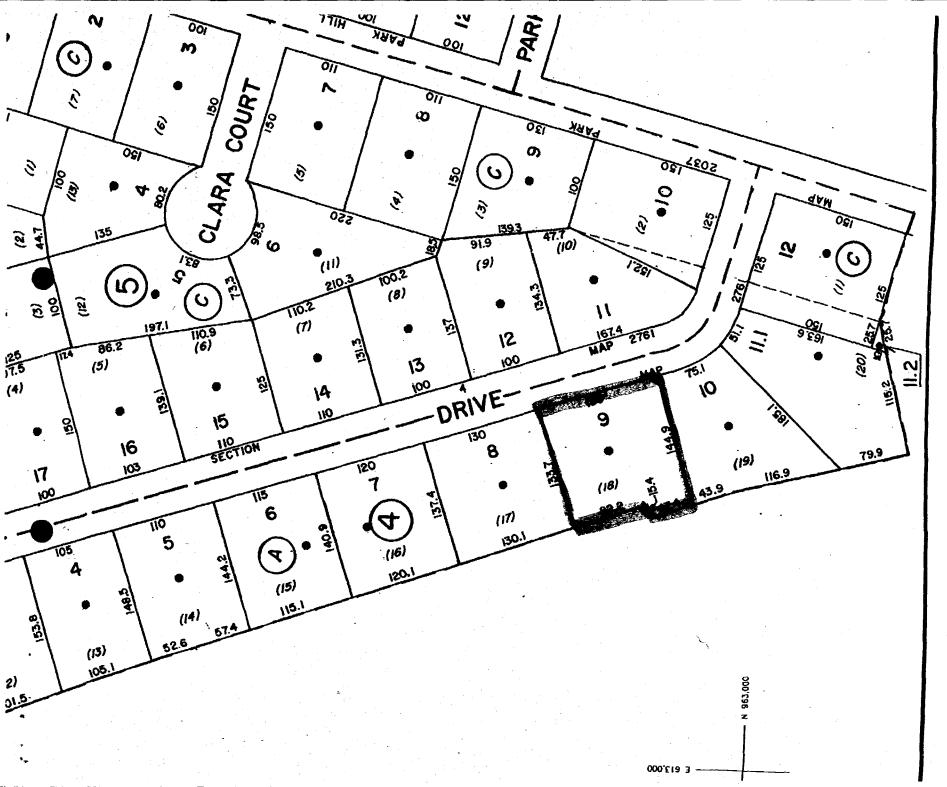
	PLOT	(Owner's Address) PLAN	
NOTE:	Locate all buildings and indicate all set back div line or lines clearly and distinctly on the drawings	nensions. Applicant must indicate the buil s.	ding
	see Survey		
W			** ** E
		8	

I hereby certify to he Provident Savings and I In Association of Haverstraw, New York, and the American Title Insurance Company that the house is located entirely within the bounds of the lot as shown. N.Y.S. Lidense No. 372/4 NORTH LANDS NEWBURGH SCHOOL DIST. N6 01.05 W N82-29-1/2 /3.42 N 5-30-39 N 82.22 pool DECK 16'
HousePack 12' HOUSE COMPLETED 19. 251.18 TO ONA ZANE

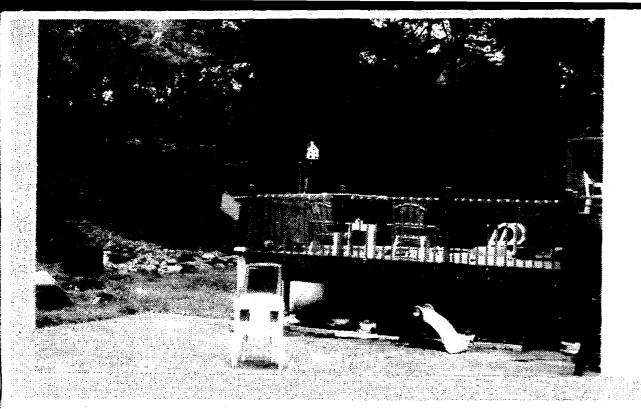
SUMMIT DR

SURVEY FOR BLOCK A LOT 18 SECTION 4 PARK HILL TOWN OF NEW WINDSOR COUNTY OF ORANGE SCALE-1'=50' DEC 22 1972 Revised 3/14/73

EUSTANCE & HOROWITZ PC

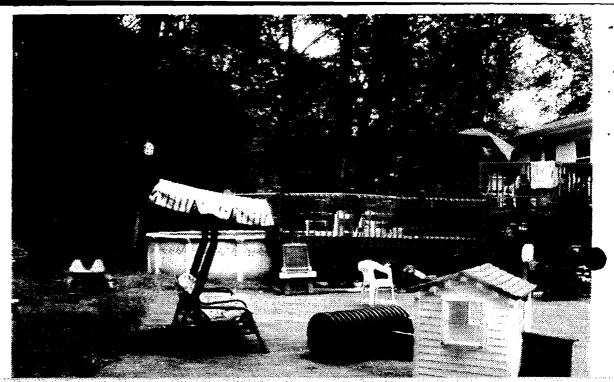




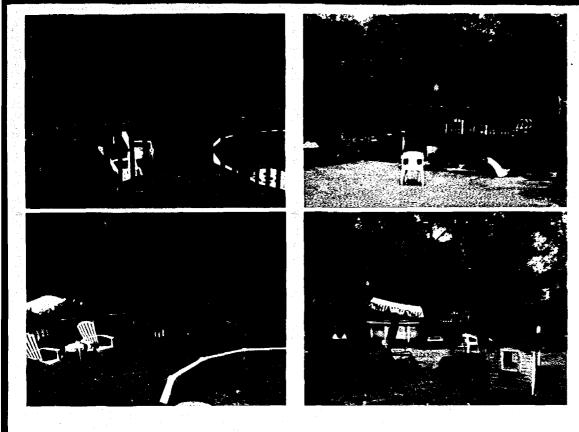












TOWN OF NEW WINDSOR

ZONING BOARD OF APPEALS OFFICE 845-563-4615

MEMORANDUM

TO:

LARRY REIS, COMPTROLLER

FROM:

MYRA MASON, SECRETARY TO THE ZONING BOARD

DATE:

OCTOBER 24, 2006

SUBJECT: ESCROW REFUND

PLEASE ISSUE A CHECK IN THE AMOUNT OF \$ 177.68 TO CLOSE OUT **ESCROW FOR:**

ZBA FILE #06-44

NAME & ADDRESS:

John & Tina Petutis 27 Baird Ct.

Walden, NY 12586 ** NEW ADDRESS**

THANK YOU,

MYRA



TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS RECORD OF CHARGES & PAYMENTS



FILE #06-44

TYPE:AREA

TELEPHONE:

569-8443

APPLICANT:
John & Tina Petutis
238 Summit Drive
New Windsor, NY 12553

RESIDENTIAL:	\$ 50.00	CHECK #4327
COMMERCIAL	\$ 150.00	CHECK #
INTERPRETATION	\$ 150.00	CHECK #

ESCROW:

RESIDENTIAL \$300.00

CHECK # 4331

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PRI	ELIM	IIN/	ARY	•			_3	٠.	PAC	JES		\$ <u>21</u>	.00		\$ <u>35</u>	00.				

LEGAL AD: Publish Date:08-08-06

\$<u>10.32</u>

TOTAL: \$52.32 \$70.00

ESCROW POSTED: \$ 300.00 LESS: DISBURSEMENTS: \$ 122.32

AMOUNT DUE: \$____

REFUND DUE: \$ 177.68

Cc:

L.R. 10-24-06

JOHN & TINA PETUTIS (06-44)

Mr. John Petutis appeared before the board for this proposal.

MR. KANE: Request for 10 ft. rear yard setback for existing pool deck at 238 Summit Drive. Tell us what you want to do, just like the preliminary meeting.

MR. PETUTIS: I request a 10 foot variance change for my rear existing pool deck that backs up to a wooded area.

MR. KANE: Is there anybody in the audience for this hearing? Okay, thank you. How long has the deck been up, sir?

MR. PETUTIS: About four or five years.

MR. KANE: Cut down any trees, substantial vegetation in the building of the deck?

MR. PETUTIS: No.

MR. KANE: Create any water hazards or runoffs?

MR. PETUTIS: No.

MR. KANE: Have there been any complaints about the deck formally or informally?

MR. PETUTIS: No.

MR. KANE: Any easements going through the area where the deck is?

MR. PETUTIS: No.

MR. KANE: You understand that if your variance is granted you still have to pass inspection by the

ì

building department?

MR. PETUTIS: Correct.

MR. KANE: At this point, I will open and close the public portion of the meeting, seeing as there's no one here, and ask Myra how many mailings we had.

MS. MASON: On August 7, I mail out 46 envelopes and had no response.

MR. KANE: Any further questions from the board? Is the deck itself by the pool, is that off the back of your house?

MR. PETUTIS: Yes, it's attached.

MR. BABCOCK: That's the reason why he's here, you actually can walk across the house deck onto the pool deck into the pool so it's considered part of the house, that's the reason for the setback.

MR. KANE: So now it becomes a safety issue too?

MR. BABCOCK: That's correct.

MR. PETUTIS: I had had the building inspector, Lou, I forget his last name, he had me make changes to the railing between the two decks and I had to make regular changes and he came back and checked them.

MR. KANE: Any further questions from the board? I'll accept a motion.

MS. GANN: I will offer a motion that we grant John and Tina Petutis their variance request for 10 foot rear yard setback for existing pool deck at 238 Summit Drive.

MS. LOCEY: I'll second that motion.

ROLL CALL

GANN	AYE
LUNDSTROM	AYE
TORPEY	AYE
LOCEY	AYE
KANE	AYE
	LUNDSTROM TORPEY LOCEY

JOHN_&_TINA_PETUTIS_(06-44)

MS. GANN: Request 10 ft. rear yard setback for existing pool deck at 238 Summitt Drive.

Mr. John Petutis appeared before the board.

MR. PETUTIS: I'm here tonight in error, I built, I'm John Petutis, 238 Summit Drive, New Windsor, New York. In error I built a pool deck, the deck is 40 feet from the rear property line which the property behind my house is the Temple Hill School which is probably 1,000 feet from the school cause it goes all the way back. It's a 50 foot variance, I want, I'm applying for a ten foot variance so to keep the deck and get it approved, I don't feel it will have any impact on the property behind me or people on the two sides of me, there's plenty of room on both sides.

MS. GANN: Is that why he's here this evening?

MR. BABCOCK: Well, actually, the pool deck is attached to his house deck which makes it part of the setback, the pool deck is only required if it's not attached to be ten feet from the property line, since it's attached, it's required to be 50 feet from the property line and that's what hurts him. He's 40 feet so if he moved it back 30 feet and disconnected it he would be legal so as far as the distance from the property line really isn't an issue, it's the idea that it's attached to the house deck which most people like to have that they want to walk out on the deck and go swimming.

MR. PETUTIS: Deck has self-closing, self-locking.

MS. GANN: When did you build the deck?

MR. PETUTIS: Last year in an error of advice from friends that said you didn't need it but I found out and it's costing me much anguish.

MR. BABCOCK: Well, he will be subject before he gets a building permit or gets a certificate to our inspection of the gates and latches.

MR. KRIEGER: Wasn't built on top of any easements?

MR. PETUTIS: No.

MS. GANN: Did it create any water hazards when you built the deck?

MR. PETUTIS: No.

MS. GANN: Are they similar in size to other decks that are in your neighborhood?

MR. PETUTIS: Yes.

MS. GANN: And this second deck goes right to the pool?

MR. PETUTIS: Right, the pool was here, that picture's taken from this angle so here's the deck, here's the edge of the railing and house deck, here's the edge of the house deck, here's the pool deck, that's this view over here.

MS. GANN: Any other questions from the board?

MR. LUNDSTROM: One question, would it be an easy task or hardship to tear the second deck down that's attaching the pool and move it?

MR. PETUTIS: It probably could not be moved, it would have to be torn down and probably rebuilt.

MR. LUNDSTROM: It would not be an easy task?

MR. BABCOCK: No, it's sitting on all footings so it would be quite the chore and then his pool he wants the

deck for the pool so he'd have to put it on the outer side just probably wouldn't work.

MR. LUNDSTROM: Just wanted to get it on the record.

MS. GANN: I'll accept a motion.

MR. TORPEY: I will make a motion for John and Tina Petutis for a request for 10 foot rear yard setback for existing pool deck at 238 Summit Drive in an R-4 zone for public hearing.

MR. LUNDSTROM: Second that motion.

ROLL CALL

MR. LUNDSTROM AYE MR. TORPEY AYE MS. GANN AYE



Invoice

Date	Invoice #
9/12/2006	8191

Bill To		
TOWN OF NEW WINDSOR 555 UNION AVE NEW WINDSOR, NY 12553	1, 7, 2, 8	

MM 45916

		P.O. No.	Terms	Project
		45,916	Due on receipt	
Issue Date	Description		PCS/Units	Amount
8/8/2006	LEGAL ADS: JOHN & TINE PETUTIS I AFFIDAVIT		6.32 4.00	6.32 4.00
			CEIVED	
			OF NEW VINDSO TROLLERS OFFI	O C,
		<u>.</u>		·
		T	otal	\$10.32

VISA, MASTERCARD, AMERICAN EXPRESS PAYMENTS ACCEPTED, CALL (845) 562-1218

TOWN THE PARTY HOTTER SAME THE PARTY HOTTER

State of New York County of Orange, ss: Patricia Quill being duly sworn disposes and says that she is The Supervisor of Legal Dept. of the E.W. Smith Publishing Company; Inc. Publisher of The Sentinel, a weekly newspaper published and of general circulation in the Town of New Windsor, Town of Newburgh and City of Newburgh and that the notice of which the annexed is a true copy was published_ in said newspaper, commencing on day of (kg A.D., 2006) and ending on the λ A.D. 2006 petricia -

Subscribed and shown to before me this 18 day of Supt., 2006

Notary Public of the State of New York

County of Orange.

DEBORAH GREEN
Notary Public, State of New York
Qualified in Orange County
4984065
Commission Expires July 15,2007

My commission expires



PROJECT: <u>Godse Petutis</u> USE VARIANCE: NEED: EAF	ZBA # 06-44 P.B.# FPROXY
LEAD AGENCY: M)S)VOTE: AN_	NEGATIVE DEC: M)S)VOTE: AN
GANN LUNDSTROM LOCEY FORPEY KANE CARRIED: YN	GANN LUNDSTROM LOCEY TORPEY KANE CARRIED: YN
PUBLIC HEARING: M)S)VOTE: AN GANN LUNDSTROM LOCEY TORPEY KANECARRIED: YN	APPROVED: M)S)VOTE: AN GANN LUNDSTROM LOCEY TORPEY KANECARRIED: YN
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ALL VARIANCES - PRELIMINARY AP SCHEDULE PUBLIC HEARING:	PPEARANCE: M) S) VOTE: A N
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AFFIDAVIT OF MAILING

ZONING BOARD OF APPEALS: TOWN OF NEW COUNTY OF ORANGE: STATE OF NEW YORK	
In the Matter of the Application for Variance of	
MR. & MRS. JOHN PETUTIS	
#06-44	AFFIDAVIT OF SERVICE BY MAIL
#UU-44	_
STATE OF NEW YORK) OUNTY OF ORANGE)	X
MYRA L. MASON, being duly sworn, deposes	and says:
That I am not a party to the action, am over 18 yes. Bethlehem Road, New Windsor, NY 12553.	ears of age and reside at 67
That on the 7TH day of AUGUST, 2006, I convelopes containing the Public Hearing Notice pertine certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to placed the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to place the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to place the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to place the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to place the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to place the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding a variance and I find that the addresses are identical to the place of the envelopes in a U.S. Depository within the Territorian certified list provided by the Assessor's Office regarding and the envelopes are identical to the envelopes t	ent to this case with the g the above application for the list received. I then
· · · · · · · · · · · · · · · · · · ·	Mason Socretory
LISA R. DISTEFANO Notary Public, State Of New York No. 01 DI6050022 Qualified In Orange County Commission Expires 10/30/	ra L. Mason, Secretary
hisa K. DiStefano	
Notary Public	

PUBLIC HEARING NOTICE ZONING BOARD OF APPEALS

TOWN OF NEW WINDSOR

PLEASE TAKE NOTICE that the Zoning Board of Appeals of the TOWN OF NEW WINDSOR, New York, will hold a Public Hearing on the following Proposition:

Appeal No. 06-44

Request of **JOHN & TINA PETUTIS**

for a VARIANCE of the Zoning Local Law to Permit:

Request 10 ft. Rear Yard Setback for existing pool deck at 238 Summit Drive in an R-4 Zone (8-4-9)

PUBLIC HEARING will take place on AUGUST 28, 2006 at the New Windsor Town Hall, 555 Union Avenue, New Windsor, New York beginning at 7:30 P.M.

Michael Kane, Chairman



Town of New Windsor

555 Union Avenue New Windsor, New York 12553 Telephone: (845) 563-4631 Fax: (845) 563-3101 J. Todd Wiley, IAO

Assessor's Office

July 12, 2006

John & Tina Petutis 238 Summit Drive New Windsor, NY 12553

Re: 8-4-9

ZBA# 06-44 (46)

Dear Mr.& Mrs. Petutis:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$65.00 minus your deposit of \$25.00.

Please remit the balance of \$40.00 to the Town Clerk's Office.

Sincerely,

J. Todd Wiley, IA Sole Assessor

J. Toold Wiles box

JTW/baw Attachments

CC: Myra Mason, Zoning Board

4-2-7.1	4-2-11.36	8-3-13
Newburgh Enlarged School District	Andy & Alison Cheung	Robert Savage
Att: E.Phillips	45 Ona Lane	33 Ona Lane
124 Grand Street	New Windsor, NY 12553	New Windsor, NY 12553
Newburgh, NY 12550		
4-2-8.2	4-2-11.37	8-3-14
Charles & Rose Daidone	Anthony Martelli	William & Cynthia Sunderlin
250-260 Temple Hill Rd	39 Ona Lane	31 Ona Lane
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
4-2-9	4-2-11.38	8-4-4
The Moshe Isaac Foundation	Ozden & Jale Dokuzlar	Eniel Celestin
1102 Teaneck Road	37 Ona Lane	72 Highland Ave
Teaneck, NJ 07666	New Windsor, NY 12553	New Rochelle, NY 10801
4-2-10	4-2-11.39	8-4-5
James & Marion Willis	Sunil & Latisha Bangari 54 Park Hill Drive	Yun Suk & Walter Huddy II
51 Ona Lane		230 Summit Drive
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
4-2-11.1	4-2-11.4	8-4-6
Phyllis Larkin	Peter & Victoria Sorriento	Alfred Kuntz
32 Ona Lane	52 Park Hill Drive	232 Summit Drive
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
4-2-11.2	4-2-11.41	8-4-7
Robert & Mary Suphan	John & Anna Koptula	
30 Ona Lane	50 Park Hill Drive	Thomas & Anita Confrey 234 Summit Drive
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
140W Williason, 141 12333	140W Williagol, 141 12333	14cw Wildsof, 141 12333
4-2-11.31	4-2-11.42	8-4-8
Marcia Barracks	Stephen & Sherri Danny	David Sweeney
49 Ona Lane	48 Park Hill Drive	236 Summit Drive
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
	4-2-11.43	0.4.10
4-2-11.33	William Vazguez & Genara	8-4-10
Richard & Marilyn LaBorde	Dominguez	Rene Janofsky 240 Summit Drive
41 Ona Lane	46 Park Hill Drive	
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
4-2-11.34	4-2-11.44	8-4-11.1
Victor & Irene Dicesare	Joseph & Marjorie Landry	William & Jan Bosserdet
43 Ona Lane	44 Park Hill Drive	242 Summit Drive
New Windsor, NY 12553	New Windsor, NY 12553	New Windsor, NY 12553
4 2 11 26	8-3-12	8-4-11.2
4-2-11.35	Michael & Georgianna Grogan	
Jesus & Kimberly Rivera 47 Ona Lane	35 Ona Lane	County of Orange 255-275 Main Street
New Windsor, NY 12553	New Windsor, NY 12553	Goshen, NY 10924
140M 11 THOON!) 14 1 TESS	- TWIT TI ANNUAL TO A TA A A A A A A A A A A A A A A A A	COUNTY ATA AU/LT

8-4-12 Robert Freer 28 Ona Lane New Windsor, NY 12553

8-5-3 Elizabeth Moglia 18 Ona Lane New Windsor, NY 12553

8-5-4
John & Nancy Pagano
4 Clara Ct.
New Windsor, NY 12553

8-5-5 Harvey & Jennifer Tibbs 5 Clara Ct New Windsor, NY 12553

8-5-6 Freda Barber 3 Clara Ct New Windsor, NY 12553

8-5-7 Fred Lorz Jr. 20 Ona Lane New Windsor, NY 12553

8-5-8 John & Phyllis Drennen 22 Ona Lane New Windsor, NY 12553

8-5-9 Ciro & Donna Damone 24 Ona Lane New Windsor, NY 12553

8-5-10 Robert & Francine Schulze 26 Ona Lane New Windsor, NY 12553

8-5-11 Thomas & Phyllis Rycroft 233 Summit Drive New Windsor, NY 12553 8-5-12 Leonard & Arlene Revitz 231 Summit Drive New Windsor, NY 12553

8-5-13 Norman & Connie Dupree 229 Summit Drive New Windsor, NY 12553

8-5-14 Stephen & Linda Kelly 227 Summit Drive New Windsor, NY 12553

8-5-15 John & Susan Clark 225 Summit Drive New Windsor, NY 12553

8-5-16 Kevin & Donna Byrnes 223 Summit Drive New Windsor, NY 12553

8-5-17 Rochelle Penny & Allen Zwickel 221 Summit Drive New Windsor, NY 12553



PROJECT: <u>Joh</u>	n Petutio	ZBA # 06-44 P.B.#	
USE VARIANCE:	NEED: EAF	PROXY	
LEAD AGENCY: M)S)	VOTE: AN	NEGATIVE DEC: M)S)VOTE: AN	٧
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OCEY ORPEY		LOCEY TORPEY	
CANE CA	RRIED: YN	KANE CARRIED: YN	
PUBLIC HEARING: M)S)_ GANN	VOTE: AN	APPROVED: M)S) VOTE: A N GANN	
LUNDSTROM		LUNDSTROM LOCEY	
TORPEY	RRIED: YN	TORPEY KANE CARRIED: YN_	
ALL VARIANCES - PR	ELIMINARY APPE		
SCHEDULE PUBLIC H	EARING: M)_	<u> </u>	
GANN			
LUNDSTROM <u>A</u>			
TORPEY /			
-			
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	CAR	RIED: YN	
	STATEMENT OF	MAILING READ INTO MINUTES VOTE: A N	· · · · · · · · · · · · · · · · · · ·
PUBLIC HEARING: VARIANCE APPROVE	STATEMENT OF	MAILING READ INTO MINUTES_	· · · · · · · · · · · · · · · · · · ·
PUBLIC HEARING: VARIANCE APPROVE GANN	STATEMENT OF	MAILING READ INTO MINUTES_	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY	STATEMENT OF	MAILING READ INTO MINUTES_	
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PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY FORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM LOCEY TORPEY	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	
PUBLIC HEARING: VARIANCE APPROVE GANN LUNDSTROM	STATEMENT OF D: M)S)_	MAILING READ INTO MINUTES VOTE: A N	

TOWN OF NEW WINDS R REQUEST FOR NOTIFICATION LIST

CHECKED BY MYRA: <u>07-10-06 mm</u>

DATE: <u>07-10-06</u> PROJECT N	UMBER: ZBA# <u>06-44</u> P.B.#
APPLICANT NAME: JOHN PETUTIS	
PERSON TO NOTIFY TO PICK UP LIST	
John & Tina Petutis 238 Summit Drive New Windsor, NY 12553	
TELEPHONE: <u>569-8443</u>	
TAX MAP NUMBER: SEC. 8 SEC. SEC. SEC.	
PROPERTY LOCATION: 238 SUMMINEW WINI	
LIST OF PROPERTY OWNERS WITHIN (IS NOT PREPARED ON LABELS)	500 FT. FOR SITE PLANS/SUBDIVISION
THIS LIST IS BEING REQUESTED BY:	
NEW WINDSOR PLANNING BOARD:	· ·
SITE PLAN OR SUBDIVISION: (ABU	UTTING AND ACROSS ANY STREET
SPECIAL PERMIT ONLY: (ANY	YONE WITHIN 500 FEET)
AGRICULTURAL DISTRICT: (ANYONE WITHIN THE AG DISTRICT OF SITE PLAN OR SUBDIVISION PRO	
* * * * * * * * * * * * * * * * * * *	
LIST WILL CONSIST OF ALL PROPER	TY WITHIN 500 FEET OF PROJECT XXX
* * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * *
TOTAL CHARGES.	

TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS RECEIPT OF ESCROW RECEIVED:

DATE RECEIVED: <u>07-05-06</u> FOR: <u>ESCROW 06-44</u>

FROM:

John & Tina Petutis 238 Summit Drive New Windsor, NY 12553

CHECK FROM: SAME

CHECK NUMBER: 4331

TELEPHONE: 569-8443

AMOUNT:

300.00

RECEIVED AT COMPTROLLER'S OFFICE BY:

PLEASE RETURN ONE SIGNED COPY TO MYRA FOR FILING

THANK YOU

Town of New Windsor 555 Union Avenue New Windsor, NY 12553 (845) 563-4611

RECEIPT #552-2006

07/06/2006

Petutis, Tina ZBA 406-44

Received \$ 50.00 for Planning Board Fees, on 07/06/2006. Thank you for stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

Deborah Green Town Clerk



Town of New Windsor

555 Union Avenue New Windsor, New York 12553 Telephone: (845) 563-4615 Fax: (845) 563-4689

ZONING BOARD OF APPEALS

July 5, 2006

John & Tina Petutis 238 Summit Drive New Windsor, NY 12553

SUBJECT: REQUEST FOR VARIANCE #06-44

Dear Mr. & Mrs. Petutis:

This letter is to inform you that you have been placed on the July 10th, 2006 agenda for the Zoning Board of Appeals to discuss your request for a variance at:

238 Summit Drive New Windsor, NY

This meeting starts at 7:30 p.m. and is held in the Town Meeting Room at Town Hall. If you have a problem with this time and/or date, please contact me at the above number and we will reschedule your appearance. If you have any further questions, please feel free to contact me.

Very truly yours,

Myra Mason, Secretary Zoning Board of Appeals

MLM:mlm



SUBMITTAL.

TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS



APPLICATION FOR VARIANCE

Owner Information: John + Tin	Phone Number: (845,569 Fax Number: () mmit D
$\frac{36770 + 177}{\text{(Name)}}$	Fax Number: ()
238 54	mmit Dr
(Address)	
Applicant:	
хррисанс.	Phone Number: ()
(Name)	Fax Number: ()
/A 11	
(Address)	
Forwarding Address, if an	ny, for return of escrow: Phone Number: ()
	Fax Number: ()
(Name)	
(Address)	
(Address)	
(Address) Contractor/Engineer/Arcl	
	hitect/Surveyor/: Phone Number () Fax Number: ()
Contractor/Engineer/Arcl	Fax Number: ()
Contractor/Engineer/Arcl	
Contractor/Engineer/Arcl	Fax Number: ()
Contractor/Engineer/Arcl (Name) (Address)	Fax Number: ()
Contractor/Engineer/Arcl	Fax Number: ()
(Name) (Address) Property Information:	Fax Number: ()
Contractor/Engineer/Arcl (Name) (Address) Property Information: Zone: Property	Fax Number: ()
Contractor/Engineer/Arcl (Name) (Address) Property Information: Zone: Property Lot Size:	Fax Number: (
(Name) (Address) Property Information: Zone: Property Lot Size: a. Is pending sale or lease	erty Address in Question: Tax Map Number: Section Block Lot subject to ZBA approval of this Application?
(Name) (Address) Property Information: Zone: Property Lot Size: a. Is pending sale or lease b. When was property pure	Fax Number: (
(Name) (Address) Property Information: Zone: Property Lot Size: a. Is pending sale or lease b. When was property pure	erty Address in Question: Tax Map Number: Section Block Lot Subject to ZBA approval of this Application? chased by present owner? Y Violation been issued against the property by the

TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS

APPLICATION FOR VARIANCE - continued

VIII. AREA VARIANCE: (This information will be on your Building Department Denial form you receive)

Area Variance requested from New Windsor Zoning Local Law,

	Requirements	Proposed or Available	Variance Request
Min. Lot Area			1
Min. Lot Width			
Reqd. Front Yd.	· · · · · · · · · · · · · · · · · · ·		
Reqd. Side Yd.			
Reqd. Rear Yd.	501	40 '	10"
Reqd. St Front*			
Max. Bldg. Hgt.			
Min. Floor Area*			
Dev. Coverage*	·		
Floor Area Ration	**		
Parking Area			

^{*}Residential Districts Only

PLEASE NOTE: THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.

^{**}Non-Residential Districts Only

TOWN OF NEW WINDSOR ZONING BOARD OF APPEALS

APPLICATION FOR VARIANCE - continued

IX. In making its determination, the ZBA shall take into consideration, among other aspects, the benefit to the applicant if the variance is granted as weighed against the detriment to the health, safety and welfare of the neighborhood or community by such grant. Also, whether an undesirable change will be produced in the character of the neighborhood or a detriment to nearby properties will be created by the granting of the area variance; (2) whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to pursue other than an area variance; (3) whether the requested area variance is substantial; (4) whether the proposed variance will have an adverse effect or impact on the physical or environmental conditions in the neighborhood or district; and (5) whether the alleged difficulty was self-created.

After reading the above paragraph, please describe why you believe the ZBA should grant your application for an Area Variance:

I Believe ZBA should

Grant me this Variance Because it will

have no Im Pack on the neighbors or the Environment. The property which it is to close to is a very big wooded area owned by the school District and thier still will be A 40' area between the 3chool wooded area and the beck.

The wooded area probaby never be used become

PLEASE NOTE: THIS APPLICATION, IF NOT FINALIZED, EXPIRES ONE YEAR FROM THE DATE OF SUBMITTAL.

XII. ADDITIONAL COMMENTS:

	(a)	Describe any conditions or safeguards you offer to ensure that the quality of the zone and neighboring zones is maintained or upgraded and that the intent and spirit of the New Windsor Zoning Local Law is fostered. (Trees, landscaped, curbs, lighting, paving, fencing, screening, sign limitations, utilities, drainage.)
XIII.	ATTA	CHMENTS REQUIRED:
		Copy of contract of sale, lease or franchise agreement. Copy of deed and title policy. Copy of site plan or survey (if available) showing the size and location of the lot, buildings, facilities, utilities, access drives, parking areas, trees, landscaping, fencing, screening, signs, curbs, paving and streets within 200 ft. of the lot in question. Copies of signs with dimensions and location. Three checks: (each payable to the TOWN OF NEW WINDSOR)
		One in the amount of \$_300.00 or 500.00_, (escrow)
		One in the amount of \$ 50.00 or 150.00 , (application fee)
		One in the amount of \$ 25.00, (Public Hearing List Deposit)
·		Photographs of area that variances is being requested for showing relationship to property lines (5 or 6) from several angles. (IF SUBMITTING DIGITAL PHOTOS PRINTED FROM COMPUTER – PLEASE SUBMIT FOUR (4) SETS OF THE PHOTOS.)
STAT	E OF N	DAVIT. EW YORK)) SS.: FORANGE)
this app applica condition	olication a nt further ons or situ	applicant, being duly sworn, deposes and states that the information, statements and representations contained in are true and accurate to the best of his/her knowledge or to the best of his/her information and belief. The understands and agrees that the Zoning Board of Appeals may take action to rescind any variance granted if the nation presented herein are materially changed. 391-671-70
16	_day of	Owner's Signature (Notarized)
m	ay (Signatu	Owner's Name (Please Print) MARY ANN HOTALING re and Stamp of Notary Public, State of New Young State (If not Owner) No. 01H05062877
PLEA	SE NO	Oughtight in Orange County on /
THIS		CATION, IF NOT FINALIZED, EXPIRES <u>ONE YEAR</u> FROM THE DATE OF

14-16-4 (2/87)Tex	ct 12	 		
PROJECT LD. N	UMBER		100	

617.21

Appendix C

SEQR

State Environmental Quality Review SHORT ENVIRONMENTAL ASSESSMENT FORM For UNLISTED ACTIONS Only

PART I-PROJECT INFORMATION (To be completed by App	licant or Project sponsor)
1. APPLICANT /SPONSOR	2. PROJECT NAME
John Kemps	And the state of t
	New WINDSOF NEW YORK
Municipality 238 Sum int V	county orange
4. PRECISE LOCATION (Street address and road intersections, prominent!	andmarks, etc., or provide map)
236 Summit Dr	:67
New WINDSOR NY 125	
	Added Bol Deck.
6. DESCRIBE PROJECT BRIEFLY: Will be w	thin the 50' VARIANCE
of the rear YArd,	10 VARIANCE
7. AMOUNT OF LAND AFFECTED: Initially acres Ultimately	9774B
	EXISTING LAND USE RESTRICTIONS?
Yes No if No, describe briefly w (Min	GO REAT YARD VARIANCE
•	
WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? Residential Industrial Commercial Agric Describe:	culture Park/Forest/Open space C Other
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR STATE OR LOCAL)?	ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL,
☐Yes ☐No if yes, list agency(s) and permit/approvals	
. -	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PER	NMIT OR APPROVAL?
Yes No If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMITIAPPROVA	AL REQUIRE MODIFICATION?
I CERTIFY THAT THE INFORMATION PROVIDED ABO	IVE IS TRUE TO THE BEST OF MY KNOWLEDGE
Applicant/sponsor name: John legty to	Date: 6/13/04 /
Signature: Jah Visa	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 8 NYCRR, PART 617.12? If yes, coordinate the review process and use the FULL EAF. U Yes No
B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, a negative declaratio may be superseded by another involved agency.
C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)
C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal potential for erosion, drainage or flooding problems? Explain briefly:
C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain brief
04
C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
NO
C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain brief
Mo
C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.
$\mu_{\mathcal{O}}$
C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.
NO
C7. Other Impacts (Including changes in use of either quantity or type of energy)? Explain briefly.
D. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
☐ Yes ☐ No If Yes, explain briefly
ART III—DETERMINATION OF SIGNIFICANCE (To be completed by Agency) INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (c) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure the explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.
Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration. Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:
Name of Lead Agency
Print or Type Name of Responsible Officer in Lead Agency
Signature of Responsible Officer in Lead Agency Signature of Preparer (If different from responsible officer)



TOWN OF NEW WINDSOR

555 UNION AVENUE NEW WINDSOR, NY 12553 (845) 563-4615 (MYRA MASON)



ZONING BOARD PROCEDURES

PLEASE READ AND COMPLETE THE ATTACHED APPLICATION FORMS WHERE IT APPLIES TO YOUR SITUATION(LOOK FOR HIGHLIGHT IN BOX IN LOWER RIGHT CORNER OF EACH PAGE) AND RETURN TO MYRA MASON (845-563-4615) AT THE ZONING BOARD OFFICE (LOCATED IN THE PLANNING BOARD & ENGINEERING OFFICE IN TOWN HALL) WITH THREE CHECKS MADE PAYABLE TO "THE TOWN OF NEW WINDSOR" AS FOLLOWS:

IS I OLLOWS.	
RESIDENTIAL: (Three Separate Checks Please)	
APPLICATION FEE:	\$ 50.00
*ESCROW:	\$300.00
**DEPOSIT FOR PUBLIC HEARING LIST:	\$ 25.00
MULTI-FAMILY: (Three Separate Checks Please)	
APPLICATION FEE:	\$150.00
*ESCROW:	\$500.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00
COMMERCIAL: (Three Separate Checks Please)	
APPLICATION FEE:	\$150.00
*ESCROW:	\$500.00
** <u>DEPOSIT</u> FOR PUBLIC HEARING LIST:	\$ 25.00
INTERPRETATION: (Three Separate Checks Please)	
APPLICATION FEE:	\$150.00

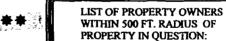
**DEPOSIT FOR PUBLIC HEARING LIST:

UPON RECEIPT OF ALL APPLICABLE PAPERWORK AND CHECKS, YOU WILL BE SCHEDULED FOR THE NEXT <u>AVAILABLE</u> AGENDA FOR YOUR "PRELIMINARY MEETING". YOU DO NOT NEED YOUR PUBLIC HEARING LIST OR ENVELOPES FOR THIS FIRST MEETING.

ESCROW

*ESCROW:

IS TO COVER OUTSIDE PROFESSIONAL FEES SUCH AS ZBA ATTORNEY FEE, MINUTES OF YOUR PORTION OF THE MEETING, LEGAL ADS, ETC. THE BALANCE WILL BE RETURNED TO YOU UPON CLOSING FILE.



APPROXIMATE COST FOR PUBLIC HEARING LIST:

\$500.00

\$ 25.00

1-10 NAMES	25.00
11-20 NAMES	35.00
21-30 NAMES	45.00
31-40 NAMES	55.00
41-50 NAMES	65.00
51-60 NAMES	75.00
61-70 NAMES	85.00
71-80 NAMES	95.00
81-90 NAMES	105.00
91-100 NAMES	115.00

ANYTHING OVER 100 NAMES IS \$1.00 EA. ADDITIONAL NAME

PUBLIC HEARING LIST OF PROPERTY OWNERS

- 1. UPON RECEIPT OF ALL APPLICABLE CHECKS AND PAPERWORK, YOUR APPLICATION WILL BE PROCESSED AND YOUR \$25.00 DEPOSIT WILL BE SENT TO THE ASSESSOR'S OFFICE TO ORDER YOUR LIST OF PROPERTY OWNERS WITHIN 500 FEET. (NOTE: YOU DO NOT NEED THIS LIST OR THE ENVELOPES FOR YOUR FIRST (PRELIMINARY)

 MEETING. Please do not call the Assessor's Office looking for your list they will contact you when it is ready or if necessary, call Myra at 845—563-4615.
- 2. WHEN THE ASSESSOR'S OFFICE NOTIFIES YOU THAT YOUR PUBLIC HEARING LIST IS READY, YOU MUST COME IN AND PAY THE BALANCE DUE FOR THE LIST. (THE LIST WILL BE PREPARED ON LABELS FOR YOUR CONVENIENCE).
- 3. PREPARE AN ENVELOPE FOR EACH LABEL WITH <u>YOUR</u> RETURN ADDRESS AND A REGULAR \$.39 STAMP. <u>BRING THE PREPARED ENVELOPES AND A COPY OF THE LIST TO THE ZONING BOARD SECRETARY FOR FURTHER INSTRUCTIONS.</u> YOUR PUBLIC HEARING DATE WILL BE SCHEDULED AT THIS TIME.

WHEN YOU COME IN WITH YOUR ENVELOPES, PLEASE ALLOW TIME TO FINISH PREPARING THE MAILINGS HERE AT THE TOWN HALL.

NOTE:

IF IT IS EASIER FOR YOU, YOU CAN BRING THE ENVELOPES WITH YOU WHEN YOU PICK UP AND PAY FOR YOUR LIST. YOU CAN PUT THE LABELS ON AT THAT TIME AND BRING THEM TO THE ZBA OFFICE FOR INSTRUCTIONS ON COMPLETION. PLEASE ALLOW YOURSELF TIME TO PUT THE NOTICES IN THE ENVELOPES WHILE HERE, THEN YOU WON'T HAVE TO RETURN AGAIN.

NOTE:

THE ZBA MEETS ON THE 2ND AND 4TH MONDAY OF EACH MONTH UNLESS A HOLIDAY FALLS ON THAT DATE.

PAGE 2